# Hours Not Worked
# Metro Parks
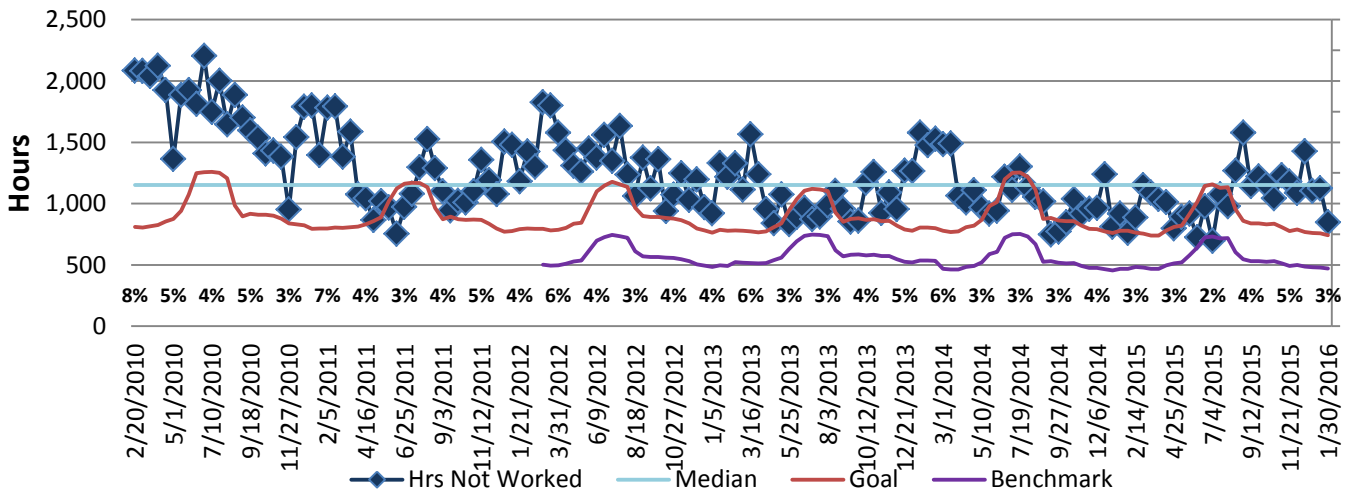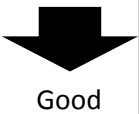
**LouieStat**

**KPI Owner:  Nancy Ray**  |  **Process:  Time & Attendance**

| Baseline, Goal, & Benchmark | Source Summary | Continuous Improvement Summary |
|---|---|---|
| Baseline: 29,038 Hours in CY14<br><br>Goal: No more than 3% of Hours Not Worked in a month (#Total Opportunity Hours * .03)<br><br><br><br>Benchmark: Local Government rate of 2% | Data Source: Payable Time PeopleSoft<br><br>Goal Source: Scope Summary<br><br>Benchmark Source: Bureau Labor Statistics | Plan-Do-Check-Act Step 4: Generate and prioritize potential solutions<br><br>Measurement Method: Total # of hrs per month employees were not at work performing normal job functions (excludes vacations & holidays),  rate calculated by dividing by total standard hours<br>Why Measure: Better understand culture impact on employee attendance<br>Next Improvement Step: Parks has recently initiatied an internal Greenbelt Team to review certain HNW categories (AWOL, etc.). |

## How Are We Doing?

| 02.01.15-01.30.16<br>12 Month Goal | 02.01.15-01.30.16<br>12 Month Actual | | 01.17.16-01.30.16<br>Goal | 01.17.16-01.30.16<br>Actual | |
|---|---|---|---|---|---|
| **22,443** | **27,639** | (red light) | **741** | **846** | (red light) |
| Hours | Hours | | Hours | Hours | |

## Hours Not Worked

Good ↓



Legend: Hrs Not Worked — Median — Goal — Benchmark

## 02.01.15-01.30.16 Pareto Analysis



| Category | Hours | Individual % |
|---|---|---|
| SICK | 15,203 | 55% |
| FMLA | 5,887 | 21% |
| UNPAID ABSENCE | 3,158 | 11% |
| MEDICAL | 1,200 | 4% |
| FUNERAL | 1,185 | 4% |

Legend: Number — Cumulative % — Individual %

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